

AR-50-71; Rev. 76

APPLICATION FOR RECORDS RETENTION SCHEDULE

OFFICE OF THE SECRETARY OF STATE
DEPARTMENT OF ARCHIVES AND HISTORY
RECORDS MANAGEMENT DIVISION

INSTRUCTIONS: See Publication No. 76-RM-! for instructions on completing this form! Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334, Attention: Scheduling Section. FOR AGENCY USE FOR RECORDS MANAGEMENT USE 1. Agency Address Application Number Application Date Department of Education Office of Instructional Services Division of Curriculum Services Date Completed Application Number Atlanta, Georgia FEB 1 5 1982 FEB 2 5 1982 Telephone Number **Working Title** 2. Person to Contact Gwen Campbell Principal Secretary 656-2412 3. Action Requested a. 😨 Establish Retention Schedule; record will continue to accumulate. b. Dispose of present accumulation; no further accumulation anticipated. c. Amend Application No. ____ Check One: Change; Supercede; Void 5. Records Series Title (followed by title used in office; if different) 4. Dates of Series Latest Farliest | to date Consultative Services to Local School Systems Files What is the function of the Division and the Office in which this record series is created? 6. Division and Office Function The Division of Curriculum Services is responsible for providing consultative services and technical assistance to the 187 local school systems in the maintenance, improvement, and expansion of K-12 instructional programs in math, science, language arts, social studies, health, physical education, driver education, music, art, and foreign languages. General leadership is given through the three operating units: Early Childhood and Middle Grades Education Unit, Secondary Education Unit and Humanities Education Unit. This file contains the following documents (include form numbers and titles, if any): 7. Record Series Description Attach samples of the file. providing consultative services and technical assistance to local school Documents relating to: systems in all subject areas of education instruction, excluding basic Included are: field reports, itineraries, written requests, expense statements and related correspondence. File is arranged: chronologically by fiscal year; thereunder alphabetically by local school system. How often are records referred to which are: 8. Monthly Reference Rate ____; Seven to twelve months old ______; Thirteen to twenty-four months old _____; One to six months old ____ twenty-five months and older ______ 9. Annual Rate of Accumulation of Records ____: Shelves _____; Other (specify) ___ Letter-size drawers _____; Legal-size drawers _

V	4:-	10 0	/Diam == //24	// i= 4b	luana = \			· · · · · · · · · · · · · · · · · · ·		
YES	NO									
Х		a. Is this the official copy of the series? If not, where is it?								
	Х	b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.								
	X	c. Is this a vital record?								
	Х	d. Does this series have historical or long term research value?								
	NA	e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?								
	X	f. Is the information contained in this series ever published? If yes, attach copy.								
	х	g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy.								
	X	h. Is there a duplication of this series in your office, or in another office or agency? If yes, where?								
	X		ries (or a major portion of it) regularly microfilmed?							
	X	i. Does the record series result in a computer printout?								
11.	1. Retention Requirements The following requires the series to be kept:									
2.1. Management Management 2.100 (Automotive Standard of the section of the property)										
	a. Sta	te Law		years.	đ.	Audit period		years.		
	b. Sta	tute of limitation		years.		Administrative need	1	years.		
	c. Fed	deral law		years.		Federal retention instruction	ons	years.		
	Attach copy or excert of laws or regulations. Explain administrative need.									
		:								
		-			,					
L					·					
12.	2. Approved Disposition Instructions This agency recommends that the file series be cut off at the end of each:									
				Calendar Year; 🖺	Fiscal Ye	ar; 🛘 Other		then,		
ĺ										
	☐ Hold in the current files area month(s) i year(s); then									
	☐ Transfer to local holding area; hold									
	☐ Transfer to State Records Center; holdyear(s); then									
	Destroy.									
	☐ Transfer to State Archives for permanent retention.									
1	Other (Specify)									
						•				
								•		
			•							
		•	•			•				
								•		
There in the property and all prices and feature accomplished of the series										
These instructions apply to all prior and future accumulations of the series.										
I VHIST										
Ager	ncy He	ad/Designee (Signate	ure)	Date	Records	Management Officer (Signa	ture)	Date		
	1,) //	1)	7 /	_ ; ,		, D	-11-		
X	<u> </u>	euman (ich	D .	2/15/82	Wal	Ru I. Daum	gardner	2/12/82		
		V	/	7 /		tate Records Committee (S	(j Signature)	Date		
Rec) (T) (T)	ndations in para-			- } 	A A A A A A A A A A A A A A A A A A A	ng re tul e/	Toels		
1		re approved.	State Aud	itor/Designee	سرا ا	mad L. I		2-23-8		
		oved, attach letter		TOT / Greatyride				J-02		
	f explanation.) Secretary of State/Designee Carroll Hast 2-						12-22-87			
	•					a d	1			
1			Attorney General/Designee							
ŀ		1	Attorney G	eneral/Designee	<i></i>	addl. se		1.24.61		